



Medius Capture

Solution Overview

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Medius Capture Overview

Medius capture is an OCR tool build explicitly by Medius and forms an integral part of the Accounts Payable Automation solution.

By leveraging Artificial Intelligence, capture reads all invoice data and learns about supplier invoices, this vastly increases the data capture accuracy quickly for our customers.

More on capture can be found by visiting the Medius Success portal following this link:

https://success.medius.com/documentation/user_guide/capture/

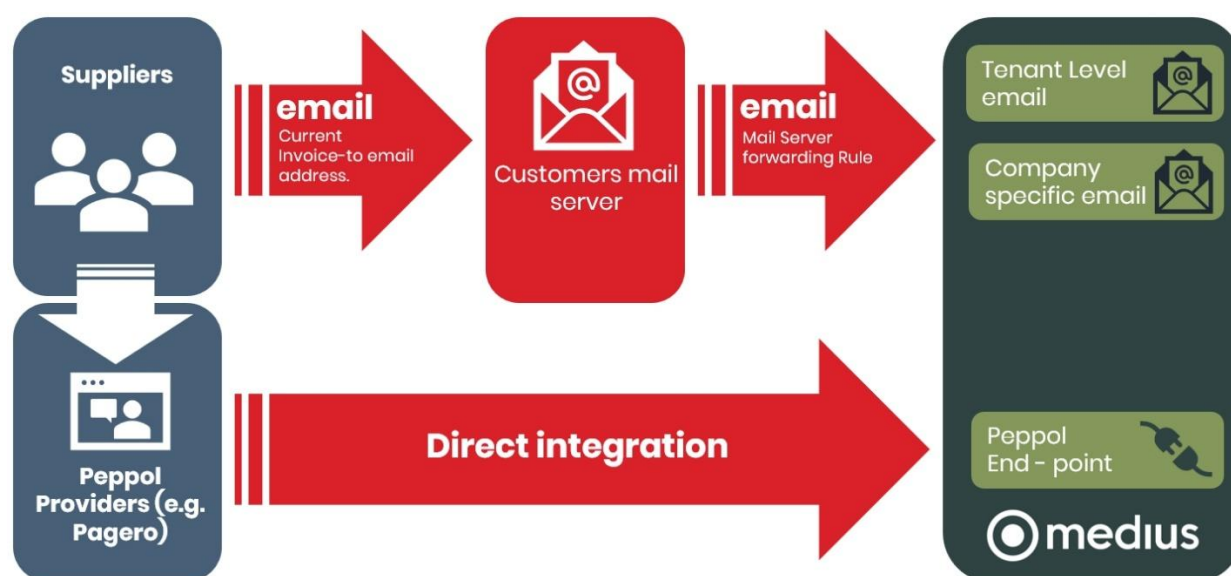


Figure 1 - Medius Capture functional overview

Generic Capture process

Suppliers are expected to send invoices directly to customers via email or if any 3rd party Peppol solution is used, such as Pagero, send invoices to that 3rd party. The sending methods are agreed with 3rd parties separately.

Capture is designed to receive invoices from customer's internal email, for this, a forwarding rule needs to be set up by the customer so that Supplier emails with invoices can be sent to a dedicated capture inbox.

Medius does not expect that Capture email addresses are shared with suppliers; this approach minimises the change management required to switch suppliers from the existing communication process to a new one. However, customers should consider if the currently used invoice-to email address is fit for purpose or if it is used for all

communication with suppliers, including non-invoice related enquiries. If the current supplier mailbox is used for general enquiries as well as invoicing, Medius does recommend that both type of communication is separated, so that only invoices, or statements are sent for Medius to process.

Capture supports two types of inboxes setup.

- **Tenant level email inbox** – where a single mailbox will be set up regardless of the number of companies being invoiced. Here Medius utilises AI to identify the company, however this approach relies on the invoices to name specific companies in a way that is clear to distinguish. Customers will forward all invoice emails to that single mailbox.
- **Per company email inbox** – here, each company being invoiced will have their own connected inbox in capture. Company identification is not required as Medius assumes that incoming invoice email is for a given company. Customers will be responsible for forwarding correct invoice emails to the correct company mailbox in capture. Customers will have the ability to correct the company in the case of an invoice being sent to the wrong company using standard company selection field.

Both configurations will be applied in all Rapid Application Deliveries and customers will choose which inbox setup will be the one they choose to use. Medius however recommends that only one inbox setup is used at any given time.

Invoices received into Capture from 3rd party, such as Pagero, are received via REST API integration directly into Capture's Peppol access point and no email is expected.

From here captured documents are sent to the workflow either manually or automatically if touchless capture has been activated.

Touchless capture can be activated by customers on a per supplier basis and medius Capture will provide statistics which will allow customers to decide which suppliers can the touchless capture activated.

Capture Configurations

Rapid application deliveries will apply the following configurations. Note that some configurations are region specific so please consider this when reviewing which configurations may be applicable in your implementation.

Supplier search fields

The purpose of those fields is to assist the customer in identifying the supplier if automatic identification was not possible. Fields listed as **Activated** will be enabled by default, **Deactivated** fields are considered not applicable or not expected on supplier invoices for capture in a particular region.

Supplier Field Name	USA	Canada	United Kingdom and Central Europe	Scandinavia	APAC
Supplier ID	Activated	Activated	Activated	Activated	Activated
IBAN	Deactivated	Deactivated	Activated	Activated	Activated
Postal Account	Activated	Activated	Deactivated	Deactivated	Deactivated
VAT registration number	Deactivated	Deactivated	Activated	Activated	Activated

Validation Rules

The purpose of those fields is to force stop the invoice in capture when criteria defined below are not met. This is used to typically catch unexpected invoices and draw Accounts Payable team attention to them, even with Touchless Automation enabled. Settings here are considered a global default.

Stop client submit option controls if it should be possible to send invoices with failed validation to the workflow or not. Medius recommends that invoices should be sent to the workflow, even if they need to be invalidated, that way the customer will retain audit of invalidated invoices and can save comments explaining invalidation.

Note that below settings can be amended by customers if required.

Invoice Date Validation

- Past days - Set to 30 days
- Future Days - Set to 0 days
- Stops Client Submit - Set to Off.

Capture Features

The following capture features will be enabled by default. The purpose of those can be viewed on the Medius success portal under this article

https://success.medius.com/documentation/administration_guide/administration_pages/capture/tenant_configuration/settings/#features

Feature Name	Status
Attach E-mail Body to Invoice	Activated
Bundle Attachments with Invoice	Activated
Data Cleaning	Activated
Use Embedded PDF in E-invoice as View Image in Workflow	Deactivated - recommended only when e-Invoicing is used
Line Items Total Amount Validation	Activated
Touchless Automation	Activated

Capture Document header fields

The following Capture settings have been identified as available by default to all customers. Note that some regional variations are highlighted. The Setting Key is as follows:

- **Deactivated** - This field will not be activated by default and to enable it, the customer would need to navigate to the capture admin screen and enable the field there. Disabled fields are either rarely used or not used at all currently.
- **Activated - Default Hidden** - this setting will make the named field activated in the customer tenant but not set as available for all suppliers. Customer will have the ability to enable specified field on a per supplier basis. Fields hidden by default are typically used on a case-by-case basis and to avoid the capture stopping each invoice expecting to capture the data in those, customers are expected to enable them only for suppliers that send related data.
- **Activated - Default Visible** - this setting will make the named field activated and available to capture for every supplier in the system.
- **System** - This setting cannot be changed, and the field is always active.

Capture Field Name	USA Defaults	Canada Defaults	United Kingdom and Central Europe	Scandinavia	APAC
Invoice tracking id	Deactivated	Deactivated	Activated - Default Hidden	Activated - Default Hidden	Deactivated
Receiver endpoint id	Deactivated	Deactivated	Activated - Default Hidden	Activated - Default Hidden	Deactivated
Invoice/Credit	System	System	System	System	System
Supplier	System	System	System	System	System
Company	System	System	System	System	System
Total Amount	System	System	System	System	System
Payment reference	Deactivated	Deactivated	Deactivated	Activated - Default Hidden	Deactivated
Reference	Activated - Default Hidden	Activated - Default Hidden	Activated - Default Hidden	Activated - Default Hidden	Activated - Default Hidden
PO number	Activated - Default Hidden	Activated - Default Hidden	Activated - Default Hidden	Activated - Default Hidden	Activated - Default Hidden
Bankgiro	Deactivated	Deactivated	Deactivated	Activated - Default Hidden	Deactivated

IBAN	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible
BBAN	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible
Zip code	Activated – Default Hidden	Activated – Default Hidden	Deactivated	Deactivated	Deactivated
Organization number	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden
VAT identification number	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden
Domestic tax amount	Deactivated	Deactivated	Activated – Default Hidden	Deactivated	Deactivated
PST	Deactivated	Activated – Default Hidden	Deactivated	Deactivated	Deactivated
QST	Deactivated	Activated – Default Hidden	Deactivated	Deactivated	Deactivated
GST	Deactivated	Activated – Default Hidden	Deactivated	Deactivated	Deactivated
HST	Deactivated	Activated – Default Hidden	Deactivated	Deactivated	Deactivated
STATE TAX	Activated – Default Hidden	Deactivated	Deactivated	Deactivated	Deactivated
COUNTY TAX	Activated – Default Hidden	Deactivated	Deactivated	Deactivated	Deactivated
CITY TAX	Activated – Default Hidden	Deactivated	Deactivated	Deactivated	Deactivated
SPECIAL TAX	Activated – Default Hidden	Deactivated	Deactivated	Deactivated	Deactivated
VAT Amount (TAX Amount)	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible
Rounding	Deactivated	Deactivated	Deactivated	Activated – Default Hidden	Deactivated
Freight	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden
Packaging cost	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden
Environmental fee	Deactivated	Deactivated	Deactivated	Deactivated	Deactivated
Additional cost	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden

Tax currency rate	Deactivated	Deactivated	Activated – Default Hidden	Deactivated	Deactivated
Charge A	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden
Charge B	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden
Invoice date	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible

Capture Line fields

The following Capture settings have been identified as available by default to all customers. Note that some regional variations are highlighted. The Setting Key is as follows:

- **Deactivated** - This field will not be activated by default and to enable it, the customer would need to navigate to the capture admin screen and enable the field there. Disabled fields are either rarely used or not used at all currently.
- **Activated – Default Hidden** - this setting will make the named field activated in the customer tenant but not set as available for all suppliers. Customer will have the ability to enable specified field on a per supplier basis. Fields hidden by default are typically used on a case-by-case basis and to avoid the capture stopping each invoice expecting to capture the data in those, we expect the customer to enable them only for suppliers that send related data.
- **Activated – Default Visible** - this setting will make the name field activated and available to capture for every supplier in the system.
- **System** - This setting cannot be changed.

Suppliers Field Name	USA Defaults	Canada Defaults	United Kingdom and Central Europe	Scandinavia	APAC
Order number	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden	Activated – Default Hidden
Item description	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible
Quantity	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible
Amount	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible
Item number	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible	Activated – Default Visible